

## **Library Assistant – Circulation Desk Lower Macungie Library**

### **Job objective:**

Reporting to the Circulation Manager, the Library Assistant helps librarians prepare and organize materials and assist users in locating the appropriate resources. Responsible for daily library operations at the circulation desk, the Library Assistant duties include using the ILS, Internet, and other technologies to share information.

### **Essential Functions and Responsibilities:**

- Understand library circulation policies as stated in the ‘LML Circulation Policies and Procedures Manual’ and implement them independently at the circulation desk
- Understand and utilize all aspects of the circulation module
- Understand and be able to assist patrons with online resources
- Demonstrate positive customer (patron) relations
- Demonstrate positive relations with and respect for co-workers
- Maintain a twenty-hour part-time weekly schedule
- Attend mandatory monthly staff meeting, generally held first Wednesday of the month
- Incorporate policy change, schedule change and new assignments into daily schedule
- Assume extra responsibilities regularly (e.g.: book drop, morning checklist, etc.)
- Maintain a positive attitude and demonstrate flexibility as the needs of the library and of the circulation desk fluctuate to reflect increased use of the Library and its collections
- Shelf library materials, placing checked-in materials on the shelving carts in shelf order. Look for any damage and evaluate item to be directed to be repaired or removed from the collection. Accurately shelf all items in accordance with local and Dewey-assigned call numbers. Identify the need to shelf materials and independently make the decision to do so
- Performs other tasks and special assignments as required
- Organize a display in the library as needed

### **Tools and Equipment Used:**

- Library computer system; personal computer, word processing software, copy and fax machine, and telephone

## **Physical Demands**

- While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, walk, sit, use hands to finger, grasp, handle, feel or operate objects, tools, or controls, talk and hear. Hand-eye coordination necessary to operate computers and various office equipment. The employee is occasionally required to climb, balance, stoop and crouch.
- The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

## **Work Environment:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Education, Experience and Training:**

- No formal education is required beyond a high school diploma, although familiarity with computers is essential. Knowledge of databases, library automation systems, and online public access systems is particularly valuable. Need to pay close attention to detail, as the proper shelving or storage of materials is essential
- The employee will meet the Commonwealth Libraries annual requirement for continuing education
- Substantial experience in public services and dealing with the public
- Satisfactory completion of a criminal history, child abuse screening and FBI fingerprinting prior to employment